

State of Texas  
County of Tarrant  
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority held a meeting in regular session on this the 3rd day of January 2013 in the Conference Room of Grapevine Housing Authority, with the following members present to wit:

Jane Everett	Chair
Randy Bacon	Vice Chair/Financial Officer
Joetta King	Commissioner
Karen Rice	Commissioner

Constituting a quorum, with the following also present:

Debra Wells	Executive Director
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### **CITIZEN COMMENTS**

### **CALL TO ORDER**

### **REPORT OF THE EXECUTIVE DIRECTOR (INFORMATIONAL ONLY)**

#### **Item #1. Rent Delinquency and Information Sheet**

The executive director reported to the board on the rent delinquencies, number of empty units, work orders and statistical information for the waiting list for Public Housing from December 01, 2012 through December 31, 2012. Also reported was the statistical information for the Section 8 Voucher Program including number of Vouchers leased up, cost per voucher, number of applications on the waiting list, and the Portability and Receipts report. Portability accounts receivables aging report included.

#### **Item #2 Capital Funds Report and work in progress**

The board was provided with the monthly Capital Funds Report including on-going projects.

#### **Item #3 Report of Public Housing and Section 8 activity and issues**

The board was provided with a report of activity and issues during the month of December 2012.

## **NEW BUSINESS**

### **Item #1      Consideration of the minutes from the November 29, 2012 meeting**

Minutes from the meeting held November 29, 2012 were provided to the board.

Commissioner King moved and Commissioner Rice seconded to accept the minutes as presented.

Ayes:            Everett, Bacon, King & Rice  
Nayes:          None  
Absent:         Waite

Motion passed.

### **Item #2      Consideration and discussion of the proposal for Brown Foundation Repair**

The board was provided bids for foundation work needed on three buildings located on Starr Place and W. Texas. Five requests for proposals were sent out and two companies responded. Brown Foundation Repair was the best and most reasonable proposal.

Commissioner King moved and Commissioner Bacon second to approve Resolution 13-02 approving the executive director to execute a contract for services with Brown Foundation Repair in an amount not to exceed \$38,500.

Ayes:            Everett, Bacon, King & Rice  
Nayes:          None  
Absent:         Waite

Motion passed.

### **Item #3      Consideration and discussion of change order for replacement of existing fascia metal and miscellaneous repairs**

The board was presented with a change order to replace the existing fascia metal wrap with new aluminum instead of cleaning and painting the existing fascia as was called for in the original plans. It was explained that once the project got underway it was discovered that a large percentage of the existing fascia metal was found to be dented and wavy from years of wear and tear.

The change order also includes funds for miscellaneous repairs of rotten or damaged fascia board.

Commissioner Rice moved and Commissioner Bacon seconded to approve Resolution 13-01 allowing the executive director to execute change order 02 for an amount not to exceed \$16,250.00

Ayes: Everett, Bacon, King & Rice  
Nays: None  
Absent: Waite

Motion passed.

### **ADJOURNMENT**

Commissioner Rice moved and Commissioner King seconded that the meeting be adjourned.

Ayes: Everett, Bacon, King & Rice  
Nays: None  
Absent: Waite

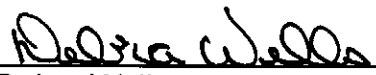
Motion passed. Meeting adjourned at 5:00 p.m.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE GRAPEVINE HOUSING AUTHORITY ON THE 28 DAY OF FEBRUARY, 2013.

APPROVED:

  
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Jane Everett, Chair

ATTEST:

  
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Debra Wells,  
Executive Director